

Keyboard Shortcuts: Avoid the Mouse!

"+" = hold initial key down while typing second key

COMMON TASKS	MORE TASKS	NAVIGATE/EDIT	EDIT	MAIL/EDIT
Start Menu Windows Key Ctrl + Esc	Select All Ctrl + A	Move Between (Web) Pages Alt + Arrow	Copy Ctrl + C	New Message Ctrl + M
Explore Windows Key + E	Select Character Shift + Arrow	Go to Beginning of Document Ctrl + Home	Cut Ctrl + X	Get Message Ctrl + T
Select Menu Go To Field Alt + Underscore Key	Select Word Ctrl + Shift + arrow	Go to End of Document Ctrl + End	Paste Ctrl + V	Reply to Message Ctrl + R
Toggle between Active windows Alt + Tab	Select to Start of Line Shift + Home	Move to Next Dialog Box Tab	Increase Font Ctrl +]	Send Message Ctrl + Enter
Shortcut Menu Shift + F10	Save Ctrl + S	Move to Previous Dialog Box Shift + Tab	Decrease Font Ctrl + [Delete Message Delete
Maximize Alt + Spacebar X	Save As F12	Move to Next Tab Ctrl + Tab	Bold Ctrl + B	Close Message Alt + F4
Minimize Alt + Spacebar N Windows Key + M	Print Ctrl + P	Move by Word/Line Ctrl + Arrows	Underline Ctrl + U	Send Open Page Alt + F D
Open Document Ctrl + O Ctrl + F12	Print Preview Ctrl + F2	Move to Next Sheet Ctrl + Page Up/Down	Italic Ctrl + I	Single Space Ctrl + 1
Close Document Ctrl + W Ctrl + F4	Search Shift + F4	Delete Word to Right Ctrl + Delete	Change Case Shift + F3	Right Align Ctrl + R
Cancel Command Close menu Esc	Find Ctrl + F	Delete Word to Left Ctrl + Backspace	Change Font Ctrl + D	Left Align Ctrl + L
Exit Active Program Alt+F4	New Ctrl + N	Insert Cursor in cell F2	Help F1	Center Ctrl + E
Shutdown Windows Key U	Spell Check F7	Add Page Break Ctrl + Enter	Undo Ctrl + Z	Justify Ctrl + J